




JOSEPH L. HARRIS, CPA, CIA  
AUDITOR GENERAL  
CITY OF DETROIT

COLEMAN A. YOUNG  
MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 208  
DETROIT, MICHIGAN 48226  
PHONE 313•224•3101  
FAX 313•224•4091  
WWW.CI.DETROIT.MI.US

## MEMORANDUM

**Date:** September 21, 2004  
**To:** Honorable City Council  
**From:** Joseph L. Harris   
**Subject:** Outstanding Travel Authorization and Reimbursement Forms  
**C:** Mayor Kwame M. Kilpatrick

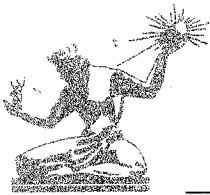
This memo is in response to City Council's request for a report on the Mayor's Office outstanding travel advances. As a follow-up to a prior audit finding, in December 2003, auditors from my office reviewed the Budget Department's Outstanding Travel Report, which disclosed that the Mayor's Office had 141 outstanding Travel Authorization and Reimbursement Forms (Travel Form). Travel, authorized on these forms, totaled \$127,822.10 and dated back as far as January 26, 2002. This finding had been noted in the past four audit reports on the Mayor's Office; however, as shown below, we found that non-compliance with Finance Directive 136 and with Budget Directive 01-2 is much more prevalent than in the past.

<u>Audit Report Date</u>	<u>Period Covered by the Finding</u>	<u>Number of Outstanding Travel Forms</u>
Aug. 2004	Jan. 2002 – Dec 2003	135
Sept. 1998	Sept. 1996 – July 1998	6
Dec. 1993	Back to May 1993	3
June 1991	Back to 1985	10
June 1989	No period listed	Not stated

Fieldwork on the Mayor's Office audit was halted between December 2003 and July 2004. When we returned to the Mayor's Office to complete the audit in August 2004, we found that certification of six of the 141 Travel Forms, totaling \$5,610.90, had been submitted to the Budget Department, and there were still 135 Travel Forms that were considered to be outstanding.

The City's Travel policy and procedures are established in Finance Directive #136, amended September 11, 1995. Budget Directive 01-2 Employee Travel Procedures, which was effective on November 1, 2001, updated several of the Finance Directive procedures.

- To request approval of a business related trip, the employee completes a Travel Authorization and Reimbursement Form, on which the employee provides supported estimates of business travel expenditures, and requests pre-payment for out-of-pocket expenditures (meals, incidental, lodging, ground transportation,



etc.). An authorizing signature on the Travel Form indicates the requesting department's approval of the travel and the estimated expenditure amounts.

- The Travel Form is forwarded to the Budget Department, where Budget Department personnel verify that travel dollars are available in the requesting department's budget, and that the requested expenditures adhere to the City's travel policy. Any expenditure adjustments are made, and Budget Department personnel indicate the approved travel amount, the amount to be paid to the City's travel agent, amounts that have been pre-paid for conference registration or for hotel deposits, and the amount the employee should be advanced for out-of-pocket expenditures. The Budget Department indicates its approval with an authorizing signature on the Travel Form, and returns the Form to the requesting department.
- For the employee to receive an advance, the requesting department must complete a check request and forward that request to Accounts Payable.
- Within five business days of return from business travel, the employee is required to reconcile the amounts on the Travel Form, and determine whether the actual travel expenditures differed from the approved travel expenditures. The difference is either payable to the employee, or due from the employee. The employee is required to certify the actual travel expenditures by submitting original receipts for all expenditures, except the meals and incidentals covered by the per diem, sign the Travel Form indicating that the actual expenditure amounts are correct, and submit the signed Travel Form and receipts to the Budget Department.

The following is the breakdown of the 135 outstanding Travel Authorization and Reimbursement Forms, which had not been certified:

<u>Expenditure Type</u>	<u>Approved Amount</u>
Lodging	\$ 45,390.45
Air Fare	43,113.05
Registration	14,702.50
Meals and Incidentals	13,102.20
Ground Transportation	3,185.00
Car Rental	718.00
Total Approved Travel Expenditures	<u>\$ 122,211.20</u>

A breakdown of the recipient of those advances is as follows:

<u>Advances Approved To:</u>	<u>Approved Amount</u>
Employee Advances	\$ 57,817.15
Travel Agent	44,507.05
Pre-paid Registration Fees	11,182.50
Hotel Deposits	7,969.00
Other Advances	735.50
Total Approved Travel Expenditures	<u>\$ 122,211.20</u>



The attached schedule contains a list of the uncertified Travel Forms, sorted by employee name, and contains the total amount approved for the trip, the approved advance amount, and the amount that DRMS indicates was advanced to the employee. As noted, for the trips in question, the Budget Department approved Employee advances of \$57,817.15; DRMS indicates that employees received advance checks totaling \$55,128.41.

Eleven of the 135 outstanding Travel Forms had notations indicating that the travel was cancelled. The approved amount of these trips were \$9,092.37; approved employee advances totaled \$5,060.89, and DRMS indicates that \$4,324.03 in checks were made payable to these employees as travel advances. On several Travel Forms, there was a notation that the airline ticket had been cancelled, but no indication that the employee advance had also been cancelled. In another instance, there was a copy of correspondence between the Mayor's Office and the Budget Department requesting the procedure to return three unused travel advance checks to the City.

We recommend that the Mayor's Office work in conjunction with the Budget Department to resolve the Travel Authorization and Reimbursement Forms that appear on the Budget Department's open log.

- For travel that was taken, the Mayor's Office should submit original receipts and certify that the travel expenditures are correct. Any differences between the estimated and actual travel expenditures should be identified and the underpayment or overpayment should be paid to the City or to the traveler as appropriate.
- For travel that was not taken, the Mayor's Office should supply the Budget Department with the necessary documents to enable the removal of the Travel Authorization and Reimbursement Form from the Open Log. Any advances that were made to Employees should be returned to the City.

We recommend that the Budget Department implement procedures to clear Travel Authorization and Reimbursement Forms from the Open Log for travel that is not taken. Such procedures should include verification that any employee advances are returned to the City.

Furthermore, we recommend that the Budget Department expand its program whereby returning travelers receive a "tickler" reminding them of the necessity of submitting original receipts and their certified Travel Form within five business days. The Budget Department should send a list of items appearing on the Open Log of Travel Authorization and Reimbursement Forms to the agency directors monthly. In addition, the Budget Department should not authorize the advance of travel funds to employees who have outstanding uncertified Travel Forms as allowed under Budget Directive 01-2.

**Mayor's Office**  
**Schedule of Outstanding Travel Authorization and Reimbursement Forms**

Name	Trip To	Departure Date	Return Date	Purpose of the Trip	Total Travel Amount Approved by Budget Department	Employee Travel Advance Approved by Budget Department	Travel Reimbursement Form Status	Amount Advanced to Employee (Per DRMS)
Akua Bragg	Washington, DC	09/24/03	09/28/03	Congressional Black Caucus	1,121.92	646.92	Open	646.92
					<b>1,121.92</b>	<b>646.92</b>		<b>646.92</b>
Albert Fields	Washington, DC	08/18/03	08/20/03	DOJ Meetins Re. Americans w/ Disabilities Act	1,078.00	523.50	Open	523.50
					<b>1,078.00</b>	<b>523.50</b>		<b>523.50</b>
Andrea Carroll	Chicago, IL	05/15/03	05/15/03	Meeting with Chicago's Special Events Dept.	303.50	66.00	Open	66.00
Andrea Carroll	San Diego, CA	09/03/03	09/07/03	Special Events Management Seminar	1,711.16	889.16	Open	889.16
					<b>2,014.66</b>	<b>955.16</b>		<b>955.16</b>
Barbara Toney	Gaylord, MI	04/29/03	05/02/03	Homeland Security Conference	512.80	312.80	Open	312.80
					<b>512.80</b>	<b>312.80</b>		<b>312.80</b>
Beverly Kindle-Walker	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	944.70	544.70	Open	544.70
					<b>944.70</b>	<b>544.70</b>		<b>544.70</b>
Beverlyn Hilton	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	944.70	544.70	Open	544.70
Beverlyn Hilton	Washington, DC	09/24/03	09/28/03	Congressional Black Caucus	1,121.92	646.92	Open	646.92
					<b>2,066.62</b>	<b>1,191.62</b>		<b>1,191.62</b>
Carl Ramsey	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	226.80	201.80	Open	201.80
Carl Ramsey	Washington, DC	09/24/03	09/28/03	Congressional Black Caucus	1,121.92	646.92	Open	0.00
					<b>1,348.72</b>	<b>848.72</b>		<b>201.80</b>
Carolyn Williams Meza	Mackinac Island, MI	05/29/03	06/01/03	Detroit Regional Chamber Leadership Conf.	2,177.83	682.83	Open	682.83
					<b>2,177.83</b>	<b>682.83</b>		<b>682.83</b>
Chantel Clemons	Washington, DC	09/24/03	09/28/03	Congressional Black Caucus	325.00	225.00	Open	225.00
					<b>325.00</b>	<b>225.00</b>		<b>225.00</b>
Christine Beatty	Mackinac Island, MI	05/30/02	06/02/02	Detroit Regional Chamber 22nd Leadership Conference	2,000.63	525.63	Open	525.63
Christine Beatty	Portland, OR	04/06/02	04/09/02	National Forum of Black Public Administrators	967.47	594.97	Open	594.97
Christine Beatty	Washington, DC	04/12/02	04/13/02	DNC Bid Presentation & Mtg. W/ Attorney General John Ashcroft	1,174.65	232.65	Open	232.65
Christine Beatty	Las Vegas, NV	05/17/02	05/22/02	ICSC Convention	1,985.40	1,095.90	Open	1,095.90
Christine Beatty	New York, NY	10/20/02	10/22/02	Police Foundation Conference	1,246.62	563.12	Open	563.12
Christine Beatty	New York, NY	12/07/02	12/09/02	Bond Buyers Public Finance Conference	764.48	569.98	Open	569.98
Christine Beatty	Ft. Lauderdale, FL	01/29/03	01/31/03	Urban Health Initiative Conference	1,629.90	670.90	Open	670.90
Christine Beatty	Phoenix, AZ	02/02/03	02/04/03	Major Cities Chiefs Conference	1,431.64	518.64	Open	518.64
Christine Beatty	Mackinac Island, MI	05/29/03	06/01/03	Detroit Regional Chamber Leadership Conf.	2,177.93	682.93	Open	682.83
Christine Beatty	Washington, DC	04/01/03	04/02/03	Affirmative Action Rally	1,334.09	377.11	Cancelled	377.11

**Mayor's Office**  
**Schedule of Outstanding Travel Authorization and Reimbursement Forms**

Name	Trip To	Departure Date	Return Date	Purpose of the Trip	Total Travel Amount Approved by Budget Department	Employee Travel Advance Approved by Budget Department	Travel Reimbursement Form Status	Amount Advanced to Employee (Per DRMS)
Christine Beatty	Las Vegas, NV	05/19/03	05/21/03	ICS Conference	930.12	448.62	Open	448.62
Christine Beatty	Washington, DC	05/14/03	05/15/03	BLANK (not filled)	1,343.40	431.50	Open	431.50
Christine Beatty	Los Angeles, CA	07/16/03	07/19/03	DOJ Related	2,006.47	1,055.60	Open	1,055.60
Christine Beatty	Baltimore, MD	07/09/03	07/10/03	SEIU	1,216.80	318.80	Open	318.80
Christine Beatty	Washington, DC	09/24/03	09/28/03	Annual Legislative Conference	1,289.94	857.94	Cancelled	857.94
					<b>21,499.54</b>	<b>8,944.29</b>		<b>8,944.19</b>
DeDan Milton	Mackinac Island, MI	05/30/02	06/02/02	Detroit Regional Chamber 22nd Leadership Conference	1,013.04	413.04	Open	413.04
DeDan Milton	Atlanta, GA	03/30/02	03/31/02	Conference	1,008.00	174.00	Open	174.00
DeDan Milton	Washington, DC	08/07/03	08/08/03	Accompany Mayor to Washington DC to attend the Youth to Leaders National Summit	80.00	80.00	Open	80.00
DeDan Milton	Atlanta, GA	09/17/02	09/18/02	Meeting with Mayor of Atlanta	197.80	197.80	Open	197.80
DeDan Milton	Atlanta, GA	10/16/02	10/17/02	US Conference of Mayors Travel & Tourism Forum	293.66	293.66	Open	0.00
DeDan Milton	Washington, DC	11/20/02	11/21/02	US Conference of Mayors Fall Meeting	392.76	392.76	Open	392.76
DeDan Milton	Washington, DC	01/21/03	01/24/03	US Conference of Mayors Meeting	794.77	794.77	Open	794.77
DeDan Milton	Ft. Lauderdale, FL	01/29/03	01/31/03	Urban Health Initiative Conference	121.60	121.60	Open	121.60
DeDan Milton	Key West, FL	02/20/03	02/22/03	US Conference of Mayors	130.80	130.80	Cancelled	0.00
DeDan Milton	Washington, DC	02/20/03	02/22/03	Federal Lobbyist Interviews-Wash DC	132.80	132.80	Open	132.80
DeDan Milton	Las Vegas, NV	02/27/03	03/01/03	Casino negotiations	104.80	104.80	Open	104.80
DeDan Milton	Manchester, NH	03/12/03	03/13/03	Meeting with Mayor of Manchester, NH	79.40	79.40	Open	79.40
DeDan Milton	Washington, DC	04/01/03	04/02/03	Accompany the Mayor - Official Business Trip	132.80	132.80	Open	132.80
DeDan Milton	Los Angeles, CA	04/08/03	04/10/03	Accompany the Mayor on Official City Business	121.60	121.60	Open	121.60
DeDan Milton	Houston, TX	04/23/03	04/25/03	Accompany the Mayor on Official City Business	67.20	67.20	Open	67.20
DeDan Milton	Las Vegas, NV	05/19/03	05/21/03	Accompany the Mayor on Official City Business	123.80	123.80	Open	123.80
DeDan Milton	Dayton, OH	05/10/03	05/10/03	Accompany the Mayor on Official City Business	49.00	49.00	Open	0.00
DeDan Milton	Washington, DC	05/14/03	05/15/03	Accompany the Mayor on Official City Business	142.00	142.00	Open	142.00
DeDan Milton	Mackinac Island, MI	05/29/03	05/31/03	Accompany Mayor to the 2003 Leadershp Conference - Macinac Island	1,048.22	1,048.22	Open	1,048.22
DeDan Milton	Denver, CO	06/06/03	06/08/03	Accompany Mayor to Denver, CO on Official City of Detroit Business	151.00	151.00	Open	151.00
DeDan Milton	Chicago, IL	06/22/03	06/22/03	Accompany Mayor to Rainbow/Push Coalition Conference	71.00	71.00	Open	71.00
DeDan Milton	Los Angeles, CA	07/16/03	07/18/03	Accompany the Mayor on Official City Business	155.00	155.00	Open	155.00
DeDan Milton	Baltimore, MD	7/9/2003	7/10/2003	Accompany Mayor to the SEIU Conference	109.80	109.80	Open	109.80
DeDan Milton	Pittsburgh, PA	07/27/03	07/28/03	Accompany Mayor to attend the 2003 National Urban League Annual Conference	75.60	75.60	Open	75.60
DeDan Milton	Washington, DC	09/25/03	09/28/03	Accompany Mayor to Congressional Black Caucus	205.00	205.00	Open	205.00
DeDan Milton	Frankfort, Germany	09/06/03	09/11/03	Accompany Mayor to meet with International Auto Show Sponsors	411.40	411.40	Open	822.80
DeDan Milton	Las Vegas, NV	09/12/03	09/15/03	Travel with the Mayor to attend casino meetings	155.20	155.20	Open	155.20
DeDan Milton	Washington, DC	09/24/03	09/28/03	Conference Congressional Black Caucus	100.00	0.00	Open	0.00
					<b>7,468.05</b>	<b>5,934.05</b>		<b>5,871.99</b>

**Mayor's Office**  
**Schedule of Outstanding Travel Authorization and Reimbursement Forms**

Name	Trip To	Departure Date	Return Date	Purpose of the Trip	Total Travel Amount Approved by Budget Department	Employee Travel Advance Approved by Budget Department	Travel Reimbursement Form Status	Amount Advanced to Employee (Per DRMS)
Derrick Miller	Mackinac Island, MI	05/30/02	06/02/02	Detroit Regional Chamber 22nd Leadership Conference	2,000.63	525.63	Open	525.63
Derrick Miller	Portland, OR	04/06/02	04/09/02	National Forum of Black Public Administrators	967.47	594.97	Open	594.97
Derrick Miller	Atlanta, GA	03/30/02	03/31/02	Conference	1,008.00	174.00	Open	174.00
Derrick Miller	Washington, DC	04/12/02	04/13/02	Democratic National Convention Bid	1,212.05	220.05	Open	220.05
Derrick Miller	Houston, TX	04/22/02	04/22/02	Candidates Interview	1,218.10	33.60	Open	33.60
Derrick Miller	Las Vegas, NV	05/17/02	05/22/02	ICSC Convention	1,985.40	1,095.90	Open	1,095.90
Derrick Miller	Washington, DC	06/13/02	06/13/02	NO PURPOSE	96.00	96.00	Open	96.00
Derrick Miller	Madison, WI	06/14/02	6/15/2002	BLANK (not filled)	1,390.94	461.94	Open	461.94
Derrick Miller	Washington, DC	09/10/02	09/15/02	Congressional Black Caucus	1,609.30	1,386.30	Open	1,386.30
Derrick Miller	Atlanta, GA	09/17/02	09/18/02	Business Leader Meetings with various Mayors	585.80	197.80	Open	197.80
Derrick Miller	Atlanta, GA	10/16/02	10/17/02	US Conference of Mayors Travel & Tourism Forum	591.16	293.16	Open	0.00
Derrick Miller	Washington, DC	11/20/02	11/21/02	US Conference of Mayors Fall Meeting	1,192.75	250.75	Open	250.75
Derrick Miller	New York, NY	12/07/02	12/09/02	Bond Buyers Public Finance Conference	811.10	616.60	Open	616.60
Derrick Miller	Washington, DC	01/21/03	01/24/03	US Conference of Mayors Meeting	2,676.60	1,669.60	Open	1,669.60
Derrick Miller	Ft. Lauderdale, FL	01/29/03	01/31/03	Urban Health Initiative Conference	677.60	96.60	Open	96.60
Derrick Miller	Key West, FL	02/22/03	02/22/03	US Conference of Mayors	2,291.30	825.80	Cancelled	825.80
Derrick Miller	Mackinac Island, MI	05/29/03	06/01/03	Detroit Regional Chamber Leadership Conf.	1,755.22	260.22	Open	260.22
Derrick Miller	Washington, DC	03/18/03	03/19/03	Meeting regarding earmarking process	1,329.11	372.13	Open	0.00
Derrick Miller	Los Angeles, CA	04/08/03	04/10/03	Planning Meetins for Superbowl 2006	1,544.00	570.00	Open	570.00
Derrick Miller	Houston, TX	04/23/03	04/25/03	Accompany the Mayor on Official City Business	969.56	255.06	Open	255.06
Derrick Miller	Las Vegas, NV	05/19/03	05/21/03	International Conference of Shopping Centers	993.90	512.40	Open	512.40
Derrick Miller	Washington, DC	05/14/03	05/15/03	Democratic Leadership Council	1,242.80	330.90	Open	330.90
Derrick Miller	New York, NY	06/03/03	06/03/03	Official Business Trip for the Mayor	668.46	71.00	Open	71.00
Derrick Miller	Denver, CO	06/06/03	06/08/03	United States Conference of Mayor's Conference	857.76	419.76	Open	419.76
Derrick Miller	Washington, DC	07/24/03	07/25/03	Meeting with Federal Lobbyist	1,237.80	321.40	Open	321.40
Derrick Miller	Washington, DC	09/24/03	09/28/03	Annual Legislative Conference	1,289.94	857.94	Open	857.94
Derrick Miller	Minneapolis, MN	11/21/03	11/21/03	Meet with Minneapolis Developers and Detroit Economic Growth Corp	631.00	631.00	Cancelled	0.00
Derrick Miller	Jackson, MS	11/21/03	11/23/03	National Conference of Black Mayors Advisory Council Meeting	1,234.00	183.00	Open	183.00
					<b>34,067.75</b>	<b>13,323.51</b>		<b>12,027.22</b>
Dion Johnson	San Diego, CA	04/08/03	04/09/03	Detroit / San Diego Information Exchange	650.28	310.28	Cancelled	310.28
					<b>650.28</b>	<b>310.28</b>		<b>310.28</b>
Ernest Johnson	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	226.80	201.80	Open	201.80
					<b>226.80</b>	<b>201.80</b>		<b>201.80</b>
Ernestine Heath	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	858.84	458.84	Open	458.84
					<b>858.84</b>	<b>458.84</b>		<b>458.84</b>

Mayor's Office  
Schedule of Outstanding Travel Authorization and Reimbursement Forms

Name	Trip To	Departure Date	Return Date	Purpose of the Trip	Total Travel Amount Approved by Budget Department	Employee Travel Advance Approved by Budget Department	Travel Reimbursement Form Status	Amount Advanced to Employee (Per DRMS)
Frederick Feliciano	Mackinac Island, MI	05/30/02	06/02/02	DRC Conference	756.50	0.00	Open	0.00
					<b>756.50</b>	<b>0.00</b>		<b>0.00</b>
Jacquelyn Watts	San Diego, CA	04/08/03	04/10/03	Detroit San / Diego Information Exchange	650.28	310.28	Cancelled	310.28
					<b>650.28</b>	<b>310.28</b>		<b>310.28</b>
Jamaine Dickens	Mackinac Island, MI	05/29/03	06/01/03	Detroit Regional Chamber Leadership Conf.	1,755.22	1,755.22	Open	1,755.22
					<b>1,755.22</b>	<b>1,755.22</b>		<b>1,755.22</b>
James Clark	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	944.70	544.70	Open	544.70
					<b>944.70</b>	<b>544.70</b>		<b>544.70</b>
James Sype	Washington, DC	09/12/02	09/15/02	Congressional Black Caucus	1,080.30	857.30	Open	857.30
James Sype	Atlanta, GA	09/17/02	09/18/02	Meeting with Mayor of Atlanta	445.80	197.80	Open	197.80
James Sype	Washington, DC	03/18/03	03/19/03	Meetings with Mayors & Members of Congress	1,002.98	46.00	Open	0.00
James Sype	Houston, TX	04/22/03	04/25/03	NH Conference of Black Mayors	1,124.76	410.26	Open	410.26
					<b>3,653.84</b>	<b>1,511.36</b>		<b>1,465.36</b>
Jamiel Martin	Washington, DC	09/12/02	09/15/02	Congressional Black Caucus	944.70	544.70	Open	544.70
					<b>944.70</b>	<b>544.70</b>		<b>544.70</b>
Janie Sanchez-Solano	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	226.80	201.80	Open	201.80
					<b>226.80</b>	<b>201.80</b>		<b>201.80</b>
Jason Harrison	Washington, DC	12/12/02	12/13/02	AMICUS Higher Education Policy Meeting	1,167.63	225.63	Open	225.63
					<b>1,167.63</b>	<b>225.63</b>		<b>225.63</b>
Kandia Milton	New York, NY	10/20/02	10/22/02	Police Foundation Conference	2,059.12	1,028.62	Open	1,028.62
					<b>2,059.12</b>	<b>1,028.62</b>		<b>1,028.62</b>
Karen Dumas	Mackinac Island, MI	05/29/03	05/31/03	Detroit Regional Chamber Policy Leadership Conference	1,430.00	535.00	Open	535.00
					<b>1,430.00</b>	<b>535.00</b>		<b>535.00</b>
Kenneth Hollowell	Lansing, MI	04/29/03	04/30/03	MI Teamsters Joint Council #43 Spring Delegates Meeting and Legislative Conference	189.09	189.09	Open	189.09
					<b>189.09</b>	<b>189.09</b>		<b>189.09</b>
Kwame M. Kilpatrick	Washington, DC	06/13/02	06/13/02	Fuel Cell Technology Symposium speaker	1,058.00	96.00	Open	96.00
Kwame M. Kilpatrick	Madison, WI	06/13/02	06/15/02	US Conference of Mayors	481.94	461.94	Open	461.94
Kwame M. Kilpatrick	Washington, DC	09/24/03	09/28/03	Conference Congressional Black Caucus	100.00	0.00	Open	0.00
					<b>1,639.94</b>	<b>557.94</b>		<b>557.94</b>

**Mayor's Office**  
**Schedule of Outstanding Travel Authorization and Reimbursement Forms**

Name	Trip To	Departure Date	Return Date	Purpose of the Trip	Total Travel Amount Approved by Budget Department	Employee Travel Advance Approved by Budget Department	Travel Reimbursement Form Status	Amount Advanced to Employee (Per DRMS)
Lawrence Hemingway	Milwaukee, WI	06/19/02	06/22/02	2002 Charter Schools National Conference	1,098.02	671.52	Open	0.00
					<b>1,098.02</b>	<b>671.52</b>		<b>0.00</b>
Lena Dooley	Washington, DC	09/12/02	09/15/02	Congressional Black Caucus	226.80	201.80	Cancelled	226.80
					<b>226.80</b>	<b>201.80</b>		<b>226.80</b>
Lisa Nocerini	Washington, DC	09/24/03	09/28/03	Annual Legislative Conference + Lobbyist Meeting	1,289.94	857.94	Open	857.94
					<b>1,289.94</b>	<b>857.94</b>		<b>857.94</b>
Lorenzo Jones	Washington, DC / New York, NY	1/22/02	01/26/02	Security for the Mayor	878.00	878.00	Open	878.00
Lorenzo Jones	New York, NY	01/31/02	02/03/02	Accompanying Mayor to NY (Security)	484.00	484.00	Open	484.00
Lorenzo Jones	Mackinac Island, MI	05/30/02	06/02/02	Detroit Regional Chamber Leadership Conference	863.04	263.04	Open	263.04
Lorenzo Jones	Dubai, UAR	05/07/02	05/13/02	Security for the Mayor	686.40	686.40	Open	686.40
Lorenzo Jones	Washington, DC	06/13/02	06/13/02	Fuel Cell Technology Symposium/ Executive protection for Mayor	1,058.00	96.00	Open	96.00
Lorenzo Jones	Madison, WI	06/13/02	06/15/02	US Conference of Mayors / Executive Protection	556.94	536.94	Open	536.94
					<b>4,526.38</b>	<b>2,944.38</b>		<b>2,944.38</b>
Lucius A. Vassar	New York, NY	10/20/02	10/22/02	Police Foundation Conference	1,567.72	706.22	Open	706.22
Lucius A. Vassar	Mackinac Island, MI	05/29/03	06/01/03	Detroit Regional Chamber Leadership Conf.	1,755.22	260.22	Open	260.22
					<b>3,322.94</b>	<b>966.44</b>		<b>966.44</b>
Mary Blazeovich	Washington, DC	04/12/02	04/13/02	DNC Bid Presentation	1,412.50	220.50	Open	220.50
Mary Blazeovich	Washington, DC	06/13/02	06/13/02	Fuel Cell Technology Symposium	577.00	96.00	Open	96.00
Mary Blazeovich	Washington, DC	09/10/02	09/13/02	Congressional Black Caucus	1,508.10	1,112.60	Open	1,112.60
					<b>3,497.60</b>	<b>1,429.10</b>		<b>1,429.10</b>
Michael Martin	Washington, DC	11/20/02	11/21/02	Security for Mayor Kilpatrick-Wash. DC	69.00	69.00	Open	69.00
					<b>69.00</b>	<b>69.00</b>		<b>69.00</b>
Mildred Kyles	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	226.80	201.80	Open	201.80
					<b>226.80</b>	<b>201.80</b>		<b>201.80</b>
Nichole E. Rice	San Diego, CA	09/03/03	09/07/03	Special Events Management Seminar	1,740.14	889.16	Open	889.16
Nichole Rice	Chicago, IL	05/15/03	05/15/03	Meeting with Chicago's Special Events Dpt.	303.50	66.00	Open	66.00
					<b>2,043.64</b>	<b>955.16</b>		<b>955.16</b>
Nneka Cheeks	Chicago, IL	05/15/03	05/15/03	Meeting with Chicago's Special Events Dpt.	303.50	66.00	Open	66.00



Mayor's Office  
Schedule of Outstanding Travel Authorization and Reimbursement Forms

Name	Trip To	Departure Date	Return Date	Purpose of the Trip	Total Travel Amount Approved by Budget Department	Employee Travel Advance Approved by Budget Department	Travel Reimbursement Form Status	Amount Advanced to Employee (Per DRMS)
Nneka Cheeks	San Diego, CA & Dallas, TX	05/19/03	05/21/03	Meeting with San Diego and Dallas Special Events Departments	3,253.40	622.80	Open	622.80
Nneka Cheeks	San Diego, CA	09/03/03	09/07/03	Special Events Management Seminar	1,711.16	889.16	Open	889.16
Nneka Cheeks	Washington, DC	09/24/03	09/28/03	Annual Legislative Conference	1,289.94	857.94	Cancelled	857.94
					<b>6,558.00</b>	<b>2,435.90</b>		<b>2,435.90</b>
Raymond Cheeks	Washington, DC	09/12/02	09/15/02	BLANK (not filled)	858.84	458.84	Open	458.84
					<b>858.84</b>	<b>458.84</b>		<b>458.84</b>
Regina Strong	Washington, DC	04/12/02	04/13/02	DNC Bid Presentation	1,253.50	211.50	Open	211.50
Regina Strong	Washington, DC	06/13/02	06/13/02	Fuel Cell Technology Symposium	116.00	96.00	Cancelled	96.00
Regina Strong	Madison, WI	06/13/02	06/15/02	US Conference of Mayors	481.94	461.94	Cancelled	461.94
					<b>1,851.44</b>	<b>769.44</b>		<b>769.44</b>
Roberto Maldonado	Atlanta, GA	09/17/02	09/18/02	Meeting with Mayor of Atlanta	197.80	197.80	Open	197.80
Roberto Maldonado	Washington, DC	11/20/02	11/21/02	Security for Mayor Kilpatrick-Wash. DC	410.55	410.55	Open	419.70
					<b>608.35</b>	<b>608.35</b>		<b>617.50</b>
Rosalind V. Worthy	Gaylord, MI	04/29/03	05/02/03	Homeland Security Conference	512.80	312.80	Open	312.80
					<b>512.80</b>	<b>312.80</b>		<b>312.80</b>
Sandra Tene Ramsey	Washington, DC	09/24/03	09/28/03	Congressional Black Caucus	1,121.92	646.92	Open	646.92
					<b>1,121.92</b>	<b>646.92</b>		<b>646.92</b>
Tylitha Stewart	Orlando, FL	01/26/03	01/29/03	Presentation on Mayor's time at the annual Foundations Conference	1,264.40	1,008.90	Open	1,008.90
					<b>1,264.40</b>	<b>1,008.90</b>		<b>1,008.90</b>
Wanda Bostic	New York, NY	04/15/02	04/18/02	Ministers on Wall Street course	1,355.00	770.50	Open	770.50
					<b>1,355.00</b>	<b>770.50</b>		<b>770.50</b>
<b>Total</b>					<b>122,211.20</b>	<b>57,817.15</b>		<b>55,128.41</b>